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SAN FRANCISCO
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AFFIRMATIVE ACTION PROGRAM

of the

SAN FRANCISCO PUBLIC LIBRARY

Certified by the Human Rights Commission on April 27, 1981

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AFFIRMATIVE ACTION PROGRAM
of the
SAN FRANCISCO PUBLIC LIBRARY

INTRODUCTION

The public library is, by definition, a populist agency. One of its major activities is to provide books and other library materials to meet the needs and interests of the communities it serves. By doing so, the library advances toward its basic goal: to provide good library resources, services, and programs to all San Franciscans whatever their age, sex, ethnic identity, language competency, educational achievements, physical condition, financial status, or social stratum.

The library, a Department of the City and County of San Francisco, is governed by a seven-member Library Commission appointed by the Mayor to four-year terms pursuant to Section 3.560 of the Charter. The Library Commission establishes policies and appoints the City Librarian and a Secretary to the Commission. It is organized into four standing committees: Finance, Personnel, Planning and Operations, and Public Relations. The Commission meets the first Tuesday of each month at 4:30 p.m. in the Commission Room of the Main Library. Attendance and participation by the public is encouraged.

Good public library services, freely and conveniently available, contributes a great deal to the quality of life in San Francisco. The 26 neighborhood libraries are well distributed throughout the City and no resident is more than a mile away from one of the libraries in the system.

These libraries mean many different things to different people. They offer something of value to almost everyone: the young and the old; the poor, the middle-class, and the affluent; and to persons of all ethnic and minority groups. The library is also making good progress in serving the blind and visually handicapped, the deaf, and the physically handicapped. Branch libraries also help add stability and a sense of identity to the neighborhoods they serve.

Branch libraries are not miniature versions of the Main Library, nor are they produced from a standard blueprint. They add to the characteristics of the local community and they absorb into their design the needs and interests of those who use them. Western Addition Branch has an excellent collection of Japanese language materials, Mission Branch provides Hispanic language materials, and the Chinatown Branch, of course, has the largest collection of Chinese reading materials in the City.

The library's cataloged collections include about 38 different foreign languages but not in quantities sufficient to meet the public demand. Increased collections are particularly needed in Czechoslovakian, Serbo-Croatian, Danish, Finnish, Hungarian, Latvian, Norwegian, Tagalog, Romanian and Swedish.

Other neighborhood libraries also use special emphasis in developing their collections. Waden Branch features Black literature and maintains a clipping information service on city developments of interest to Black users. Potrero Branch has developed a notable art collection as a result of their participation in the area's annual art show. Eureka Valley Branch is building an extensive special collection of gay and lesbian materials which honors the memory of the late Supervisor Harvey Milk. The Presidio Branch, now the library's Communications Center, provides videotapes, films, captioned films for the deaf and special materials for the blind and visually handicapped. In addition, the Branch houses the Archives for the Performing Arts which has an extensive collection of books, periodicals, clippings, ephemera, and memorabilia on the theater, opera and dance in San Francisco and the Bay Area.

All of the branches provide staff members who are skilled in providing materials and services to children and adults. Branch libraries also offer programs with a wide range of appeal to neighborhood residents. Together, the Main Library and the branches sponsored or conducted 636 public programs last year which were attended by 22,011 adults. Those programs having an identifiable appeal to ethnic minorities included: 9 Black, 4 Filipino, 37 Asian, and 17 Hispanic. In addition to the audience for adult programs, 45,424 children participated in such events as pre-school and regular story hours, film, filmstrip, and video programs, visits from nursery schools and classes, puppet shows, etc. Dial-A-Story (626-6516) entertains callers around the clock with new three minute stories presented weekly.

The Main Library in the Civic Center serves as the central point for administration, personnel, public information, maintenance and repair, and the ordering and processing of books and other library materials not found in the smaller, more popular collections in the branch libraries. A schedule of four deliveries a week makes materials conveniently available to branch users throughout the City.

The Main Library has nine major departments: General Reference, Art and Music, Science and Documents, Literature and Philosophy, History and Social Science, San Francisco History and Special Collections, Newspapers and Periodicals. It also has a large central Children's Room housing materials for children and for parents and other adults concerned with children.

Department collections may be considered equivalent to an under-graduate academic library in scope and depth. Some, such as the San Francisco History Department, the City archives, genealogy, and parts of the Special Collections would support original research at the post-graduate level. The popular library in the main building serves as a branch library for the Civic Center and Tenderloin areas.

Other features of the Main Library include: two meeting rooms with a capacity of 80 and 125; the Bay Area Reference Center (BARC) serving 47 northern California libraries as a back-up resource for reference and research exhibit areas on both the second and third floors; and public telephones and coin-operated photocopy machines and typewriters.

One of the busiest Departments of the Main Library is the Business Branch at 530 Kearny Street (558-3946). This Department provides business, industry, small investors, and students with a wide range of economic data, commercial and government services, directories, and annual reports. Both the Business Branch and the General Reference Department (558-3191) will answer telephone inquiries.

To provide these and related services, the library employs people in all classifications and categories, including CETA personnel. Approximately 80 percent or \$6.6 million of the library's budget of \$8.2 million is spent on personnel-related costs. More than 98 percent of total library expenditures comes from the City's general fund revenues. In the last Fiscal Year, the library also received about \$22,700 in state aid and \$332,400 in federal funds to support the Bay Area Reference Center.

STATEMENT OF POLICY

It is the policy of the San Francisco Public Library that no person shall be discriminated against in recruitment, selection, appointment, training, promotion, or other employment actions because of age, color, creed, ethnic group, marital status, national origin, organizational affiliation, physical handicap, political beliefs, race, religion, sex, or sexual orientation.

Therefore, all personnel or employment actions, in all job classifications, taken by the San Francisco Public Library will be without discrimination based on the above, or related, personal characteristics.

To make this policy work, the San Francisco Public Library has adopted the following goals:

1. To attain a work force in the library system, including the various branches and departments, which contains in all job categories minority group persons in numbers substantially consistent with the ratio of these groups in the San Francisco labor force.
2. To remove barriers to employment or promotion of minority group persons excepting only bona-fide and generally recognized occupational prerequisites or professional qualifications (specifically, the Masters in Library Science and the Associate of Art degree with a Certificate of Proficiency in Library Technology).
3. To place the library in compliance with the San Francisco Civil Service Affirmative Action Plan, and with applicable local, federal and state laws, guidelines and regulations, and specifically the Office of Revenue Sharing agreement.

The Library Commissioners and their appointed executives, the City Librarian and the Secretary to the Library Commission, recognize both a personal and professional commitment to the Library's non-discriminatory employment program. Both will work closely with the department's Personnel Officer who has primary responsibility for implementation of the Affirmative Action Program.

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DESIGNATION OF RESPONSIBILITY

The person ultimately responsible for administration of the Affirmative Action Program of the Library is the City Librarian, Mr. John C. Frantz. Coordinator of the Department's Affirmative Action Plan will be Mr. David Murphy. Efforts in the area of recruitment of employees (particularly professional) will be conducted by the Chief Librarians, Mrs. Scannell and Mr. Ramirez; the Adult Coordinator, Mrs. Halderman; and the Department Personnel Officer, Mr. Murphy, aided and guided by the able assistance of the EEO of Civil Service.

An Affirmative Action Committee will be appointed by the City Librarian to publish, distribute and publicize the Affirmative Action Program, to collect and analyze employment data and identify problem areas, to monitor progress toward achieving the stated goals and timetables, and to issue periodic reports on the status of the program. This committee will consist of members of the library staff, will work with the Personnel Office and will report directly to the City Librarian.

a	Administrators	3638, 3670
b	Professionals	1240, 1270, 1544, 1650, 1654, 3630, 3632, 3634, 3640, 3642
c	Technicians	1760, 1829, 5322
d	Protective Service Workers	8202, 8207
e	Paraprofessionals	3602, 3610, 3616, 3618
f	Office/Clerical Workers	1220, 1402, 1404, 1410, 1422, 1424, 1426, 1430, 1436, 1444, 1446, 1450, 1630
g	Skilled Craft Workers	7334, 7335
h	Service, Maintenance Workers	2708, 2716, 2718, 7355, 7416, 7418, 7426

TABLE 1: TOTAL DEPARTMENT BY STATUS
SAN FRANCISCO PUBLIC LIBRARY

	White	Black	Hispanic	Asian	Filipino	Amer Ind	Male	Female	Total
Permanent	145	50	10	21	8	--	77	157	234
%	62.0	21.4	4.3	9.0	3.4	--	32.9	67.1	100
Temporary *	90	19	20	82	4	--	92	123	215
%	41.9	8.8	9.3	38.1	1.9	--	42.8	57.2	100
OETA	33	23	6	8	8	--	38	40	78
%	42.3	29.5	7.7	10.3	10.3	--	48.7	51.3	100
Total	268	92	36	111	20	--	207	320	527
%	50.9	17.5	6.8	21.1	3.8	--	39.3	60.7	100

* includes part-time pages

TABLE 1: TOTAL DEPARTMENT BY STATUS
San Francisco Public Library
with Pages (p/t) shown separately

	White	Black	Hispanic	Asian	Filipino	Adopt Ind	Male	Female	Total
Permanent	145	50	10	21	8	--	77	157	234
	62.0	21.4	4.3	9.0	3.4	--	32.9	67.1	100.
Temporary	42	6	5	5	2	--	17	43	60
%	70	10	8	8	3	--	28	71	100
CEIA	33	23	6	8	8	--	38	40	78
%	42.3	29.5	7.7	10.3	10.3	--	48.7	51.3	100
P/T Pages	48	13	15	77	2	--	75	80	155
%	31	8.4	9.7	49.7	1.3	--	48.4	51.6	100
TOTAL	268	92	36	111	20	--	207	320	527
%	50.9	17.5	6.8	21.1	3.8	--	39.3	60.7	100

TABLE 2: TOTAL DEPARTMENT BY SALARY
San Francisco Public Library
Total Employees

Salary in 1000s	White	Black	Hispanic	Asian	Filipino	Amer Ind	Male	Female	Total
0.1 - 3.9	47	15	16	76	2	--	73	83	156
4.0 - 5.9	3	1	1	1	--	--	2	4	6
6.0 - 7.9	4	1	--	--	--	--	--	5	5
8.0 - 9.9	21	14	2	4	6	--	25	22	47
10.0 - 12.9	40	28	9	9	7	--	46	47	93
13.0 - 15.9	49	23	4	9	1	--	23	63	86
16.0 - 24.9	101	10	3	12	4	--	36	94	130
25.0 and over	3	--	1	--	--	--	2	2	4

Percent

Salary in 1000s	White	Black	Hispanic	Asian	Filipino	Amer Ind	Male	Female	Total
0.1 - 3.9	30.1	9.6	10.3	48.7	1.3	--	46.8	53.2	100
4.0 - 5.9	50.0	16.7	16.7	16.7	--	--	33.3	66.6	100
6.0 - 7.9	80.0	20.0	--	--	--	--	--	100	100
8.0 - 9.9	44.7	29.8	4.3	8.5	12.8	--	53.2	46.8	100
10.0 - 12.9	43.0	30.1	9.7	9.7	7.5	--	49.5	50.5	100
13.0 - 15.9	57.0	26.7	4.7	10.5	1.2	--	26.7	73.3	100
16.0 - 24.9	77.7	7.7	2.3	9.2	3.1	--	27.7	72.3	100
25.0 and over	75.0	--	25.0	--	--	--	50.0	50.0	100

TABLE 2: TOTAL DEPARTMENT BY SALARY
Total Employees

Salary in 1000s	without part-time pages									
	White	Black	Hispanic	Asian	Filipino	Amer Ind	Male	Female	Total	
0.1 - 3.9	0	2	1	-	-	-	-	3	3	
4.0 - 5.9	2	1	1	-	-	-	-	4	4	
6.0 - 7.9	4	1	-	-	-	-	-	5	5	
8.0 - 9.9	21	14	2	4	6	-	25	22	47	
10.0 - 12.9	40	28	9	9	7	-	46	47	93	
13.0 - 15.9	49	23	4	9	1	-	23	63	86	
16.0 - 24.9	101	10	3	12	4	-	36	94	130	
25.0 and over	3	-	1	-	-	-	2	2	4	

Percent

Salary in 1000s	White	Black	Hispanic	Asian	Filipino	Amer Ind	Male	Female	Total
0.1 - 3.9	-	66.6	33.3	-	-	-	-	100	100
4.0 - 5.9	50.0	25.0	25.0	-	-	-	-	100	100
6.0 - 7.9	80.0	20.0	-	-	-	-	-	100	100
8.0 - 9.9	44.7	29.8	4.3	8.5	12.8	-	53.2	46.8	100
10.0 - 12.9	43.0	30.1	9.7	9.7	7.5	-	49.5	50.5	100
13.0 - 15.9	57.0	26.7	4.0	10.5	1.2	-	26.7	73.3	100
16.0 - 24.9	77.7	7.7	2.3	9.2	3.1	-	27.7	72.3	100
25.0 and over	75.0	-	25.0	-	-	-	50.0	50.0	100

TABLE 3: TOTAL DEPARTMENT BY OCCUPATIONAL GROUP
Total Employees

Occupational Group	White	Black	Hispanic	Asian	Puerto Rican	Amer Ind	Male	Female	Total
Administrators	2	--	1	--	--	--	2	1	3
Professionals	139	11	3	15	2	--	45	125	170
Technicians	4	1	--	--	--	--	4	1	5
Protective Service	2	2	--	--	1	--	5	--	5
Paraprofessionals	99	52	22	92	12	--	114	163	277
Office & Clerical	12	11	5	2	4	--	13	21	34
Skilled Craft	--	--	--	1	--	--	1	--	1
Service, Maintenance	10	15	4	2	1	--	23	9	32
Elected & Exempt	--	--	--	--	--	--	--	--	--
Total	268	92	36	112	20	--	207	320	527

Percent

Occupational Group	White	Black	Hispanic	Asian	Puerto Rican	Amer Ind	Male	Female	Total
Administrators	66.7	--	33.3	--	--	--	66.7	33.3	100
Professionals	81.8	6.5	1.8	8.8	1.2	--	26.5	73.5	100
Technicians	80.0	20.0	--	--	--	--	80.0	20.0	100
Protective Service	40.0	40.0	--	--	20.0	--	100.0	--	100
Paraprofessionals	35.7	18.8	7.9	33.2	4.3	--	41.2	58.8	100
Office & Clerical	35.3	32.4	14.7	5.9	11.8	--	38.2	61.8	100
Skilled Craft	--	--	--	100.0	--	--	100.	--	100
Service, Maintenance	31.3	46.9	12.5	6.3	3.1	--	71.9	28.1	100
Elected & Exempt	--	--	--	--	--	--	--	--	--
Total	50.9	17.5	6.8	21.3	3.8	--	39.3	60.7	100

TABLE 3: TOTAL DEPARTMENT BY OCCUPATIONAL GROUP

Total Employees without part-time and adjusted for
appointed position

Occupational Group	White	Black	Hispanic	Asian	Filipino	Amer Ind	Male	Female	Total
Administrators	1	--	1	--	--	--	1	1	2
Professionals	138	11	3	15	2	--	44	125	169
Technicians	4	1	--	--	--	--	4	1	5
Protective Service	2	2	--	--	1	--	5	--	5
Paraprofessionals	51	39	7	15	10	--	39	83	122
Office & Clerical	12	11	5	2	4	--	13	21	34
Skilled Craft	--	--	--	1	--	--	1	--	1
Service, Maintenance	10	15	4	2	1	--	23	9	32
Elected & Exempt	2	--	--	--	--	--	2	--	2
Total	220	79	20	35	18	--	132	240	372

Percent

Occupational Group	White	Black	Hispanic	Asian	Filipino	Amer Ind	Male	Female	Total
Administrators	50.0	-	50.0	-	-	-	50.0	50.0	100
Professionals	81.7	6.5	1.8	8.9	1.2	-	26.0	74.0	100
Technicians	80.0	20.0	-	-	-	-	80.0	20.0	100
Protective Service	48.0	40.0	-	-	20.0	-	100	-	100
Paraprofessionals	42.0	32.0	6.0	12.0	8.0	-	32.0	68.0	100
Office & Clerical	35.3	32.4	14.7	5.9	11.8	-	38.2	61.8	100
Skilled Craft	-	-	-	100	-	-	100	-	100
Service, Maintenance	31.3	46.9	12.5	6.3	3.1	-	71.9	28.1	100
Elected & Exempt	100.0	-	-	-	-	-	100.0	-	100
Total	59.1	21.1	5.3	9.4	4.8	-	35.4	64.5	100

UNILIZATION ANALYSIS

The utilization analysis chart compares the relationships of the racial and sex group in each occupational category with the percentage of that group in the 1970 San Francisco Population Census, that is:

White:	60.9%
Black:	11.6
Hispanic:	12.8
Asian:	10.6
Filipino:	3.8
American Indian:	0.3
Male:	55.7
Female:	44.3

The utilization index formula is as follows:

$$\frac{\text{Current Composition Percentage}}{\text{1970 Population Census}} \times 100 = \frac{\text{Utilization}}{\text{Index}}$$

The utilization index for each particular group is computed by:

1. Dividing the current composition percentage by the 1970 Population Census.
2. Multiplying the above result by 100.

Groups with indexes 80 and below are underrepresented and/or underutilized. These groups are marked with an asterisk.

1917

1917

1917

1917

1917

1917

1917

1917

TABLE 6: UTILIZATION
in percent

Occupational Group	White	Black	Hispanic	Asian	Filipino	Amer Ind	Male	Female	Total
Administrators *	109.5	---	260.2	---	---	---	119.7	75.2	
Professionals	134.3	56.0	14.1	83.0	31.6	---	47.6	165.9	
Technicians *	131.4	172.4	---	---	---	---	143.6	45.1	
Protective Service *	65.7	344.8	---	---	526.3	---	179.5	---	
Paraprofessionals	58.6	162.1	61.7	313.2	113.2	---	74.0	132.7	
Office & Clerical	58.8	279.3	114.8	55.7	310.5	---	68.6	139.5	
Skilled Craft *	---	---	945.3	---	---	---	179.5	---	
Service, Maintenance	51.4	404.3	97.7	59.4	81.6	---	129.1	63.4	
Elected & Exempt *	---	---	---	---	---	---	---	---	
Total	83.6	150.9	53.1	199.1	100.0	---	70.6	137.0	

* insignificant number of employees to affect impact

TABLE 6: UTILIZATION
without part-time employees
and adjusted for appointed positions

Occupational Group	White	Black	Hispanic	Asian	Filipino	Amer Ind	Male	Female	Total
Administrators	insignificant number of employees								
Professionals	136.2	56.0	14.0	83.9	31.5	---	46.6	167.0	
Technicians	insignificant number of employees								
Protective Service	insignificant number of employees								
Paraprofessionals	70.0	275.8	46.8	113.2	210.5	---	57.4	153.4	
Office & Clerical	58.8	279.3	114.8	55.7	310.5	---	68.6	139.5	
Skilled Craft	insignificant number of employees								
Service, Maintenance	51.4	404.3	97.7	59.4	81.6	---	129.1	63.4	
Electrical & Exempt	insignificant number of employees								
Total	98.5	182.7	41.4	88.6	126.3	---	63.5	145.5	

PART-TIME PAGES ONLY

	White	Black	Hispanic	Asian	Filipino	Amer Ind	Male	Female	Total
Employees	48	13	15	77	2	--	75	80	155
%	31	8.4	9.7	49.7	1.3	--	48.4	51.6	100
Utilization	528	72	76	469	30	--	868	116.4	
%									
CEYA									
%									
Total									
%									

ANALYSIS OF WORKFORCETable 1 TOTAL DEPARTMENT BY STATUS--Part-Time Pages Shown Separately

When the total library staff is compared to the 1970 San Francisco Census of the labor force (see Table 1 and the following table), males, Hispanics and American Indians are underrepresented (i.e., SFPL percentages are less than 80 percent of the San Francisco Labor Force percent in a particular category):

	White	Black	Hispanic	Asian	Filipino	Am. Ind.	Male	Female	Total
PERM	62.0	21.4	4.3	9.0	3.4	----	32.9	67.1	100.0
TEMP	70.0	10.0	8.0	8.0	3.0	----	28.0	72.0	
CETA	42.3	29.5	7.7	10.3	10.3	----	48.7	51.3	
****	31.0	8.4	9.7	49.7	1.3	----	48.4	51.6	
TOTAL	50.9	17.5	6.8	21.1	3.8	----	39.3	60.7	
S.F. Labor Force	60.9	11.6	12.8	10.6	3.8	0.3	55.7	44.3	

****Part-Time Pages

Within specific categories by status (permanent, temporary, CETA, part-time pages) underrepresentation occurs in all categories of Hispanics, American Indians and Males. Underrepresentation also occurs in White-CETA and part-time Pages; Black-part-time Pages and Asian-Temporaries. The lack of Hispanics and American Indians reflects the recruitment difficulties and frustrations encountered by the City during the last few decades. On the other hand, due to recruiting and employment practices within the Library, the Library staff exceeds the Census comparison ratio by more than 20 percent in the following categories: Black-Permanent, CETA and Total; Asian-part-time Pages, and Total; Filipino-CETA; and Women-Permanent, Temporary and Total.

Blacks and Asians have been well represented because of the library's efforts to hire minorities to utilize their particular skills and sensitivities in public services--especially in community services.

Table 2 EMPLOYEES (Except Part-Time Pages By Salary)

The midpoint of the salary range of each group is:

White	13 - 15.9
Black	10 - 12.9
Hispanic	10 - 12.9
Asian	13 - 15.9
Filipino	10 - 12.9
Male	10 - 12.9
Female	13 - 15.9

There is not a great deal of disparity in such an array. As greater emphasis is given to the hiring of minorities into the professional categories, the midpoints will become more or nearly equal. Women in the Library are a full-salary range above those of men.

Table 6 UTILIZATION (see page 12)

This table indicates that of the total employment of the library, underutilization occurs only among Hispanics, American Indians and Males. However, it should be

noted that Hispanics show underutilization only in the professional and para-professional categories. Within the professional group, there is an underutilization of Blacks, Hispanics, Filipinos, American Indians and Males. This reflects the ethnic composition of the Librarian profession throughout the country. As with engineers, registered nurses, etc., librarians cannot be compared to the Labor Force data because of special standards needed, the Master of Library Science.

Exhibit A, attached, is an excerpt from "Data on Earned Degrees Conferred by Institutions of Higher Education by Race, Ethnicity and Sex for the Year 1976, 1977," compiled by the United States Department of Health, Education and Welfare. These are the most recent available statistics.

In the State of California, the graduates by ethnicity that year were as follows:

SAN FRANCISCO PUBLIC LIBRARY
June, 1980

White	492	83.7%	81.7%
Black	15	2.6	6.5
Hispanic	17	2.9	1.8
Asian	41	7.0	8.9
Filipino	--	--	--
Am. Ind.	6	1.0	--
Male	120	20.4	26.0
Female	<u>468</u>	79.6	74.0
TOTAL:	588		

When compared with the statistics provided by HEW, one can readily see that the San Francisco Public Library's efforts to develop a more ethnically balanced staff are favorably reflected.

The generally recognized academic credential for entry level professional librarians is a Master of Library Science (MLS) conferred by a graduate school accredited by the American Library Association. This requirement is also a standard maintained by the National Librarian's Association, the National Education Association, the Catholic Library Association, and the Special Library Association. In states which register or certify librarians, the MLS is a requirement of state law. In California, only County Librarians are issued certificates and the MLS is a prerequisite for taking the examination. A study in 1977 by the California State Library identified 36 specific "first day" tasks that an entry-level librarian must be able to perform which could not be required of an individual without this educational training.

The library is dependent on Civil Service procedures for all but non-Civil Service appointments. The most serious problem in recruitment of professional librarians is the City's examination process and its history of temporary employments. Most people are not interested in a "probable appointment to a temporary position" with no benefits, no chance of wage increase, and only a possibility of obtaining a permanent position if an oral board judging some 200 applicants, places them in the top 20 positions; and the history of temporary employment in the San Francisco Public Library discourages many applicants. Today, 20 percent of our full-time librarians I are temporary. Two of these have been temporary for 6 years. Other jurisdictions can and do offer more certain opportunities of employment, future salary increases, and benefits. The recent change to offer Health Plan benefits to temporary employees will aid in future recruitment efforts. As a matter of fact, today,

September 25, 1980, a Black librarian with "children's" expertise has signed her resignation papers to go to work for another jurisdiction for just those reasons-- permanent employment with benefits. This, despite the lower hourly rate of pay in the new position and this same thing has happened repeatedly during the last several months. The last Civil Service eligibility list for librarians expired in January, 1980. But, even with these problems, the San Francisco Public Library has been able to do fairly well in recruiting and retaining minority librarians.

The paraprofessional category also shows some imbalance in the staff's composition. Underutilization occurs in White, Hispanic, American Indian and Male categories. The fact that the Blacks, Asians and Filipinos are well represented is due, in part, to the Library's efforts in establishing the New Careers program under the direction of the Assistant City Librarian, and Mr. Robert Won, Mayor's Office of Employment and Training, during the 1960's with the aid of City College, and the subsequent program of college and work experience with the library under the EEA. The program was patterned after the New Careers program by the City Librarian and Ms. Eunice Elton, of Moet. In both programs, the library was instrumental in recruiting minorities to this training.

These individuals later passed Civil Service examinations and were hired permanently by the library. As these programs were primarily for minority groups, our present rolls show an underutilization of Whites. Males are also underrepresented.

The office and clerical staff has underutilization in the White, Asian, American Indian and Male groups. Because of the recruiting practices of the library and the training through the San Francisco Skill Center, the library has employed many Blacks, Hispanics and Filipinos. This has been accomplished through oral authorization hirings. Subsequently, after additional on-the-job training and experience, many of these employees have passed examinations and became permanent.

Service and maintenance categories contain underutilization in White, Asian, and Female. This class is dominated by guards and custodians, most hired from Civil Service lists. The non-Civil Service and Limited Tenure Appointments to this category over which the Library Administration has influence includes: no Whites, 3 Blacks, 2 Hispanics, 1 Asian, no Filipinos, no American Indian, 4 Males and 2 Females.

Other categories have too few numbers (less than 6) of employees to yield statistically significant information.

ANNUAL EMPLOYMENT GOALS

The major affirmative action goal of the San Francisco Public Library at this time is to draw into its' ranks of professional librarians more Hispanics, Blacks, Filipinos, American Indians and Males. During the early 1970's, there was a shortage of professional librarians and the City Librarian and the Department Personnel Officer went to the Library Schools on the West Coast to recruit professionals, including minorities. However, with new budgetary limitations, the City's examination process and a larger number of qualified professionals seeking employment, this effort was discontinued.

During the last 12-month period, the Library has hired 21 professional librarians part-time and full-time. The breakdown has been:

White	14	67%
Black	3	14
Hispanic	1	5
Asian	3	14
Filipino	0	0
American Indian	0	0
Male	5	24
Female	16	76

This pattern of recruitment and employment will continue to change the ethnicity of the professional category. However, being realistic and basing goals on this pattern and the ethnicity of librarians being graduated per other requirements, as described on Page 16, the Library sets the following as its' hiring goals for the next 12 months:

White	65%
Black	15
Hispanic	10
Asian	5
Filipino	5
American Indian	

Although the Library will strive to hire a greater number of minorities, it is unrealistic to consider goals with a greater ethnic percentage when library schools at this time are graduating only 16.3% minorities.

Efforts to increase the number of Whites and Hispanics in the professional category and Whites and Asians in the office and clerical category and in the Service and Maintenance areas and to hire Males in all categories will be made. These goals, of course, will be affected by any changes in the future budgets of the Library.

AFFIRMATIVE ACTION PROGRAM

The main thrust of the San Francisco Public Library Affirmative Action Program will be towards recruiting and hiring of minority and male professional librarians and will include the following steps:

1. **EXAMINATIONS**--The Library will recommend that Civil Service hold examinations for librarians between June 26 - July 3, 1981, during which time the American Library Association will have its' National Convention in San Francisco. Thereafter, examinations should be scheduled to coincide with the California Library Association Convention which is held in San Francisco every other year. This will increase the number of professional applicants and hopefully, therefore, the number of minority librarians. For instance, in June 1980, the American Library Association attracted 1,184 professional librarians as applicants for advertised positions. This arrangement will provide the Library and Civil Service with a definite time schedule for affirmative action recruitment.
2. **ADVERTISING ANNOUNCEMENTS**--Announcements of the examinations will be sent to the following:
 - a. Placement Center for the Library Convention
 - b. Major Libraries throughout the United States
 - c. All American Library Associations accredited Library Schools
 - d. Biblioteca Para La Gente
 - e. Chicano Studies Library, Berkeley
3. **ADDITIONAL ADVERTISING**--Information regarding the up coming examinations will be made available through the following media:
 - a. Jobline--a recorded message available to all who dial (916) 443-1222 or (213) 629-5627. This service is widely known to librarians in California and is available in Sacramento and Los Angeles.
 - b. Library Journal and other professional journals.
 - c. Other publications recommended by EEO such as Reforma, AmoxCalli, El Libro Abierto.
4. The CITY LIBRARIAN will continue to encourage various American Library Association accredited University Officials to refer entry level librarians to these examinations and to the Library Personnel Office when eligibility lists do not exist (as vacancies occur).
5. **USE OF EXEMPT WAIVER**--As in the past, the Library will continue to use the "exempt waiver" on requisitions for bilingual needs. At present, the Library requests 24 bilingual positions under the program. This is 6.5 percent of its staff of 375 or 17 percent of the 133 professional librarian staff.
6. **USE OF EQUAL EMPLOYMENT OFFICE**--The Library will continue to notify the Civil Service EEO (Room 151) staff of all vacancies as its first step of recruitment when there are no Civil Service eligibility lists in the classification. EEO will be kept appraised of the ethnic makeup of the Library staff so that it may advise us on attaining our goals.
7. **PART-TIME AND FLEXIBLE SCHEDULES**--The Library will continue to use its Reduced Work Schedule program and flexible hours which allows present staff members to work less than full time and which creates part-time, fill-in positions. The Library also hires part-time (exempt Civil Service) pages. The Library will

recruit to these positions people who are enrolled in schools with an aim to career professional and paraprofessional City positions, in particular, Library careers. At present, the Library affords 155 residents of San Francisco an opportunity to work their way through college as part-time pages. Hours of work are scheduled (in most cases) to accommodate the students' class hours because the Library is open Monday through Saturday and evenings.

8. NEIGHBORHOOD YOUTH PROGRAM--The Library has a very successful program under the Neighborhood Youth Program for high school students. During the summer of 1980, the Library employed 86 such students. In some cases, these students have worked their way through college as part-time pages and subsequently become permanent employees in paraprofessional positions. Some have continued on to become librarians.
9. CAREER LADDER--The career ladder can thus begin with Neighborhood Youth Workers leading to part-time pages or full-time library assistants and then to library technical assistant I and II. If individuals continue schooling and obtain their Bachelor's Degree, a one-year leave of absence will allow them to return to graduate school to obtain a Masters of Library Science and eventually move to a professional position. We have employees who have done this and others who are in the process. Over the past ten years, 4 Blacks, 4 Asians and 1 Hispanic staff members have upgraded their academic credentials in this manner. The Chief Librarian in charge of the Main Public Library, an Hispanic, began employment with the San Francisco Public Library as a part-time page in 1943. At the Communications Center, the Library has had employees who were deaf and legally blind to aid in our program to serve that segment of the City's population. They were employed through the CETA program on the Library's initiative.
10. COMPLAINT PROCEDURES--Staff members who have complaints regarding discrimination based on the protective classes of CSC Rule 1.03 may have an informal hearing with the Personnel Officer or the City Librarian. If a solution is not worked out at that level, the grievance procedures as described in Civil Service Commission Rule 34 will be used.

AUDITING AND REPORTING

The Library Personnel Department has kept records of ethnicity of the staff and will continue to do so. Progress reports will be made readily available to reflect changes every six months. Such reports will be available for inspection by the Civil Service Commission, the Human Rights Commission, the Library Affirmative Action Committee and other interested persons.

DISSEMINATION

After approval by the Library Commission, Civil Service Commission and Human Rights Commission, the Library's Affirmative Action Program:

1. Will be placed in the major work sites in the Main Library and in each branch and in Technical Services and notification of its availability will be made known through the Department's Personnel Notes, which are sent to all departments at least 2-3 times each month.
2. In addition, copies of the Policy will be made available to community groups and recruitment resources, as well as, in each public department of the Library as described in (1) above.
3. The Library will also charge its Affirmative Action Committee to develop communication channels with minority community resources to assure the Affirmative Action Plan/information is widely disseminated within the community.

